



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
OFFICE OF THE CLERK  
Tampa Division**

**VACANCY ANNOUNCEMENT**

**Official Court Reporter**

Level I \$59,677 - Level II \$62,661 - Level III \$65,645

Announcement No. 03-05 Position Closes: Open Until Filled Available: Immediately

**Representative Duties**

The Official Court Reporter attends and records verbatim by computer-aided technology all testimony for civil and criminal court proceedings. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and at the applicable per page rates in accordance with the regulations of the Judicial Conference. Additionally, Court Reporters are responsible for determining that billings and formats comply with Judicial Conference requirements. Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audits. This position also involves completing record keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy. Occasional travel may be required.

**Minimum Qualification Requirements**

- ▶ Have at least four (4) years of prime court reporting experience in the freelance field of service, or in other courts, or a combination thereof, and be qualified by testing for listing on the Registry of Professional Reporters (RPR) of the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination.
- ▶ Possession of and skill in the use of computer-aided transcription equipment.
- ▶ Provide realtime reporting to judge and possess all necessary realtime equipment and software.

**Preferred Qualifications**

Preference will be given to those applicants possessing RMR (Registered Merit Reporter) and CRR (Certified Realtime Reporter) designations from NCRA, or having successfully completed equivalent qualifying examinations.

**Salary Levels**

Level I - must meet stated minimum qualifications.

Level II - must meet stated minimum qualifications and possess ten (10) years of court reporting experience for a US District Court (time spent serving as a contract or per diem reporter for a federal court may be credited towards ten-year requirement), or possess designation of Registered Merit Reporter.

Level III - must meet stated minimum qualifications and possess ten (10) years of court reporting experience for a US District Court (time spent serving as a contract or per diem reporter for a federal court may be credited towards ten-year requirement), and possess designation of Registered Merit Reporter.

**Information for Applicants**

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 03-05, 80 N. Hughey Avenue, Room 300, Orlando, Florida 32801. Facsimiles will not be accepted.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

Applicants must be U.S. citizen or eligible to work in the United States  
Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

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## **EMPLOYEE BENEFITS**

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

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The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of seven million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.